



NEW STUDENT VETERANS CHECKLIST

Veteran Services Coordinator
Mike Morehouse, U.S. Army Veteran
269.488.4817
mmorehouse1@kvcc.edu
Or visit Room 9300

Certifying Official/Financial Aid Assistant
Stacy Hoffman
269.488.4253
shoffman@kvcc.edu
Or visit Room 9210

VetSuccess on Campus Counselor
Brent Haddow, US Air Force Veteran
313.310.2157
brent.haddow@va.gov
Or visit Room 3384

- APPLY** to Kalamazoo Valley online at www.kvcc.edu/apply. The application is free and easy. You will receive your acceptance letter in the mail within one week.
- SUBMIT** a copy of your Joint Service Transcript or Community College of the Air Force transcript as well as transcripts from all colleges and universities you have attended to: **Kalamazoo Valley Community College, 6767 West O Avenue, PO Box 4070, Kalamazoo, MI 49003-4070. Attention: Admissions, Registration and Records Office, Room 9140.**
 - o To request your Joint Service Transcript: Visit <https://jst.doded.mil/official.html>.
 - o To request your Community College of the Air Force transcript: Visit <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>
- APPLY** for VA educational benefits by logging in to your ebenefits account. If you don't have an account, visit www.vabenefits.va.va.gov/ and complete the VONAPP (application for VA educational benefits). After the application is processed, the VA will issue a Certificate of Eligibility (COE) to individuals who qualify for benefits. The COE will include information about your number of months of entitlement, period of eligibility and benefit level. If you have questions about applying for your benefits, contact: Brent Haddow, Vet Success on Campus Counselor.
- APPLY** for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Kalamazoo Valley's School Code is 006949. Completing the FAFSA determines your eligibility for certain grants, loans, work study opportunities and scholarships. For questions, see Stacy Hoffman, Certifying Official & Financial Aid Assistant.
- COMPLETE** placement testing. If you have not completed English and/or Math at a prior institution, you will need to submit ACT or COMPASS test scores. Transcripts and/or test scores must be on file prior to attending orientation, registering for classes or meeting with a counselor. The COMPASS test is available on a walk-in basis through the Testing Center, Room 2210 TTC.
- ATTEND** a New Student Orientation. Orientation is required for all new students. Call 269.488.4040 for dates and times. Ask to register for a veteran specific orientation to ensure that the Veteran Services Team is there to assist you. If you are unable to attend an orientation, make an appointment with Michael Morehouse, Veteran Services Coordinator.
- REGISTER** for classes. At orientation, counselors will explain programs of study and will demonstrate how to search and register for classes online. If you are unable to attend orientation, you can schedule an appointment with a counselor at either the Texas Township Campus by calling 269.488.4040 or at the Arcadia Commons Campus by calling 269.488.7834.
- SUBMIT** a copy of your Certificate of Eligibility to Stacy Hoffman, Certifying Official. When submitting your COE, you also will need to fill out the Veteran Certification Form and the Veteran Intent Form. Veteran Educational Benefits are certified on a semester basis. If you are using Tuition Assistance, submit any paperwork to Sue Visser in Accounts Receivable, Room 5139 TTC.
- CONNECT** with campus resources. The Student Success Center (Room 9300, TTC) brings together campus services to help identify your strengths and needs. From career advising and tutoring to assessing military experience for college credit and services for students with disabilities, the Student Success Center is committed to helping you achieve your goals. Call 269.488.4040 to make an appointment or contact Michael Morehouse, Veteran Service Coordinator, for assistance with connecting to the right resources.
- REVIEW** this checklist. Log in to you My Valley student account, check your email, class schedule and financial aid status. Make sure all paperwork is submitted before the tuition due date. You can find tuition due dates at www.kvcc.edu/admissions/registration.